STROUD DISTRICT COUNCIL
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PERSON SPECIFICATION

November 2026

Designation:	**Policy and Performance Manager**
Grade:	**STR7**
Responsible to:	Head of Policy, Governance and Engagement
Service Area:	**Policy, Governance and Engagement**
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- Educated to degree level or equivalent experience.
- Membership of a professional institute and / or professional programme/project management accreditation.

EXPERIENCE

- Significant experience of working in policy, performance, corporate planning, organisational improvement or a related function, ideally within local government or the wider public sector.
- Experience of developing, implementing and monitoring corporate plans, strategies or service plans.
- Experience of using performance information, data and evidence to inform decision making and drive improvement.
- Experience of managing or contributing to organisational improvement initiatives and delivering change.
- Good understanding of risk management, governance and corporate accountability.
- Experience of building effective working relationships and influencing colleagues at different levels of the organisation.
- Experience of leading and driving change projects in a complex environment.

SKILLS & KNOWLEDGE

- Strong analytical skills, with the ability to interpret complex information, identify trends and communicate meaningful insights.
- Excellent written and verbal communication skills, including the ability to prepare reports and present information to senior officers and councillors.
- Strong organisational and project management skills, with the ability to manage competing priorities and deliver to deadlines.
- Ability to think strategically and translate organisational priorities into practical plans and measurable outcomes.
- Ability to challenge constructively, influence others and develop collaborative approaches to problem solving.
- Strong leadership and people management skills, with the ability to motivate, support and develop colleagues.

PERSONAL ATTRIBUTES

- Strategic, analytical and forward thinking.
- Proactive and solutions focused, with a commitment to continuous improvement.
- Adaptable and resilient, with the ability to work effectively in a changing environment.
- Collaborative and confident in working across organisational boundaries.

OTHER

- Committed to working for an employer that values diversity and equality of opportunity

DESIRABLE CRITERIA

QUALIFICATIONS

- Relevant professional qualification in project management, policy, performance management, business improvement or related discipline.

EXPERIENCE

- Experience of supporting or leading organisational transformation or local government reorganisation.
- Experience of developing and implementing corporate risk management frameworks.
- Knowledge of equality, diversity and inclusion and the Public Sector Equality Duty.
- Experience of financial planning, savings programmes or resource prioritisation.

SDC VALUES & BEHAVIOURS

1. **Valuing our People**
   We expect you to genuinely value people by treating them with respect, fairness, and dignity. Show us that you are committed to fostering an inclusive work environment where everyone feels valued and empowered to contribute their unique skills and perspectives.

2. **Making a Difference**
   We are seeking individuals who are passionate about public service and have a strong sense of social responsibility. Show us your commitment to positively impacting the lives of our residents and the wider community through your work. We want candidates who are dedicated to making a positive difference and contributing to the betterment of our society.

3. **Aiming High**
   We want you to demonstrate a proactive and forward-thinking mindset. Show us that you strive for excellence and continuously seek opportunities for growth and improvement. We value candidates who are willing to challenge the status quo, set ambitious goals, and pursue innovative solutions to achieve outstanding results.

4. **Being one Council**
   Collaboration, teamwork, and effective communication are essential to our success. Demonstrate your understanding of the value of working together towards shared goals. Show us that you can build positive relationships, work well in a team, and contribute to a harmonious and cohesive work environment.